

General instructions:

Do not use punctuation such as commas or periods in the records other than in dollar amounts or interest rates.

If any information is unknown leave that field blank.

Definition of column headings:

PROPTYPE = CATEGORY CODE (i.e. MS 11)

REMARK1 = CHECK NUMBER OR OTHER IDENTIFYING NUMBER (i.e. ACCOUNT NUMBER)

OTYPE =99 - FOR REGULAR OWNERS
AG - FOR AGGREGATES
UN - FOR UNKNOWN OWNERS

TRANSDATE = LAST TRANSACTION DATE SUCH AS DATE OF CHECK OR CREDIT

BUSINESS NAMES SHOULD BE ADDED IN THE OWNERLNAME FIELD.

OWNERLNAME = Primary owner's LAST NAME
OWNERFNAME = Primary owner's FIRST NAME
OWNERMINIT = Primary owner's MIDDLE INITIAL

SSNUMBER = SOCIAL SECURITY OR FEIN NUMBER FOR PRIMARY OWNER

Secondary owner FIELDS

TRUSTLNAME = LAST NAME
TRUSTFNAME = FIRST NAME
TRUSTMINIT = MIDDLE INITIAL

OTYPE2 =99 - FOR REGULAR OWNERS
AG - FOR AGGREGATES
UN - FOR UNKNOWN OWNERS

ORELN2 = SECOND OWNERS RELATIONSHIP TO PRIMARY OWNER (OWNERLNAME)
SEE APPENDIX B FOR ACCEPTABLE CODES **FOR ALL RECORDS WITH A SECONDARY OWNER THIS FIELD MUST BE COMPLETED.**

SSNUMBER2 = SECONDARY OWNER'S SOCIAL SECURITY NUMBER

IF MORE THAN 2 OWNERS, COLUMNS WILL NEED TO BE INSERTED FOR SUBSEQUENT OWNERS. THE COLUMNS SHOULD BE LABELED AS OWNLNAME3,4,ETC.

STREET1 = ADDRESS, %, OR ATTN NAME
STREET2 = ADDRESS
CITY
STATE
ZIP

OWNERAMT = AMOUNT DUE OWNER BEFORE DEDUCTIONS OR ADDITIONAL INTEREST

ORIGREMAMT = AMOUNT DUE OWNER AFTER ALL ADDITIONS AND DEDUCTIONS

APPENDIX B

RELATIONSHIP CODES

CODE	DESCRIPTION
AD	ADMINISTRATOR
AF	ATTORNEY FOR
AG	AGENT FOR
AN	AND
BF	BENEFICIARY
OR	OR
AO	AND/OR
CC	CO-CONSERVATOR
CF	CUSTODIAN FOR
CN	CONSERVATOR
FB	FOR BENEFIT OF
IN	INSURED
TE	AS TRUSTEE FOR
EX	EXECUTOR or EXECUTRIX
JT	JOINT TENANTS WITH RIGHTS OF
SURVIVORSHIP	
JC	JOINT TENANTS IN COMMON
PA	PAYEE
PO	POWER OF ATTORNEY
RE	REMITTER
UG	UNIFORM GIFT MINORS ACT "UGMA"
GR	GUARDIAN FOR